

Accessing the System Login/Logout

How to Access the System

Users can access the system via the Internet by going to <http://ecf.laed.uscourts.gov> or, you may go to the Eastern District of Louisiana web site at www.laed.uscourts.gov and click on the CM/ECF Live Database link.

A login and password is required to file a document or for training. Select **Document Filing System** to login.

Logging In

The next screen is the **login** screen.

ECF/PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.08 per page (rate increase effective January 1st, 2005), as approved by the Judicial Conference of the United States, will be assessed for access to this service. All inquiries will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

client code:

CM/ECF has been tested and works correctly with Netscape 4.7x and 7.0x, and Internet Explorer 5.5 and 6.0

Enter your ECF Login and User Password in the appropriate data entry fields. Then click on **Login** to transmit the information to the system. If an error is made before you have submitted the screen, **Clear** allows you to clear the Login and Password entries so they may be re-entered.

If an invalid combination has been submitted, the system responds with an error message. Click on **Back**, then re-enter your login and password.

The entry of a valid login and password combination prompts the system to display the **ECF Main Menu**. Once the ECF Main Menu appears, choose from a list of **hyperlinked** options on the blue bar.



Note: The date ***you last logged into the system*** appears at the bottom left corner of this screen. You should review this information each time you login for security reasons. If you believe your last login date and time are incorrect, or suspect an unauthorized party is using your login and password, please telephone the court's ECF Help Desk at (504) 589-7788 or toll free at (866) 209-7767 as soon as possible.

Logging Out

After you have completed all of your transactions for a particular session in ECF, you should exit from the system. Click on **Logout** from the ECF menu bar. ECF will log you out of the system and return you to the ECF login screen.

Note: Do not click the "X" in the top right corner or click **File - Close**, as you will not be logged out of CM/ECF.